

# **Bylaws for the Health and Human Services Commission Women's Health Advisory Committee**

## **Section 1: Authority**

Texas Government Code Section 531.02221, as enacted by Senate Bill 200 during the 84<sup>th</sup> Legislature (Regular Session, 2015), gives the Executive Commissioner the authority to establish an advisory committee to provide recommendations to the Health and Human Services Commission (HHSC) on the consolidation of women's health programs.

## **Section 2: Guidance**

1. Through this authority and guidance, a statewide advisory committee is established to aid HHSC with the consolidation of women's health programs. The name of this committee is the Women's Health Advisory Committee (The Committee).
2. The Committee's mission is to serve as an advisory board to aid HHSC in developing two new women's health programs- Healthy Texas Women and Family Planning. The Committee will monitor, review, evaluate and make recommendations regarding the program and funding structure of the new women's health programs in the state.

## **Section 3: Goals**

The Overall Goals of the Committee will be:

1. To ensure women's health services focus on the overall health and well-being of women.
2. To advocate for low income women seeking family planning healthcare services.
3. To help eliminate disparities in women's health by creating a well-rounded women's health program.
4. To strengthen coordination and collaboration with relevant state and community organizations.

## **Section 4: Membership**

### **1. Composition**

- A. Membership shall not exceed 9 members.
- B. The majority of members shall meet at least one of the following criteria:
  - Are participating in women's health programs of various sizes;
  - Are located in separate geographic areas of this state;
  - Have experience in operating women's health programs;
  - Represent the women's health industry and is knowledgeable on the best practices for women's health programs;
- C. Members will be appointed by the Executive Commissioner.

### **2. Terms of Appointment**

- A. Members will be appointed for a 2-year term
- B. Vacancies: In the case of a vacancy created by death or resignation, the Executive Commissioner may appoint a replacement to serve the unexpired portion of that term.

### **3. Attendance at Meetings**

- A. Members are to inform the Division of Women's Health Services one week prior to a scheduled meeting when the member will be unable to attend.

- B. Alternates will not be allowed to attend in place of a committee member
- C. As allowed by the Texas Open Meetings Act, members will be allowed to attend the meeting in full capacity via conference call.

#### 4. Conflict of Interest

Any Committee member with a potential or existing loyalty or economic conflict of interest will immediately disclose such conflict to the Committee Chair and the Director of the HHSC Division of Women's Health Services.

- A. Potential conflicts of interest: Potential conflicts of interest include situations in which a member may have a future loyalty or conflict of interest. Members with potential conflicts of interest may participate in committee deliberations and voting on the matter with full disclosure to the Committee membership.
- B. Existing conflicts of interest: A member with an existing conflict of interest must abstain from voting on any action involving the matter. When appropriate, the member may be permitted to participate in committee discussions with full disclosure to the Committee membership.
- C. Members are responsible for abstaining from participating in any legislative activity in the name of the agency or the advisory committee except with specific approval obtained through the HHSC legislative process. Advisory committee members are not prohibited from representing themselves or other entities in the legislative process.

HHSC, in consultation with the Committee Chair and Vice Chair, reserves the right to rule on issues involving conflict of interest on a case-by-case basis.

### **Section 5: Meetings**

1. A minimum of two (2) meetings of the full the Committee will be held per fiscal year.

#### 2. Agenda

- A. The hearing agenda will be distributed to the Committee members prior to each meeting and will be made available to the public no later than ten (10) days prior to meetings.
- B. All meetings of the Committee are open to the public. The public may be invited to comment at the end of the Committee's business or during time set aside for testimony.
- C. The Committee shall keep written minutes of their deliberations, votes, and findings. These documents will be reviewed and accepted by the Committee membership at full meetings.

#### 3. Quorum

A quorum of the appointed members is required for the Committee to conduct any official business. A quorum shall consist of a simple majority (51% or greater) of the voting membership of the Committee. Recommendations of the Committee will be adopted pursuant to a majority vote of members present on a motion duly made and seconded. Votes may be cast in person, by telephone, or through e-mail sent from an e-mail address identified in the member's contact information on file with the Division of Women's Health Services.

At meetings where a quorum is not present, the only actions that may be taken are to: fix a time for adjournment, adjourn, recess, take measures to obtain a quorum, and to determine the time for the next meeting. The Chair or the Vice Chair of the Committee must be present in order to conduct business. As members, these officers are counted when determining whether there is a quorum.

#### 4. Minutes:

The Committee will approve written minutes of each meeting, which will be maintained by the Women's Health Services Division and published in accordance with the Public Information Act.

5. At the discretion of the Chair and HHSC, meetings may be held in different cities throughout the state in order to facilitate public input in different regions and to minimize travel disruptions for members on a rotating basis.

6. At the discretion of the Chair and HHSC, meetings may be held at a time and place convenient for participation by consumers and family members.

7. In all procedural matters not governed by these bylaws, the Committee shall be bound by the provisions of the 21<sup>st</sup> Century Robert's Rules of Order, as Revised.

8. In accordance with the Open Meetings Act and Public Information Act, voting and discussions on issues may be conducted in person or through the use of electronic measures including but not limited to e-mail, telephone/teleconference, or videoconference.

### **Section 6: Officers**

1. The Executive Commissioner shall appoint a Chair and Vice Chair to serve for a two year term.

2. All other Officer elections will be completed through secret ballot.

#### 3. Duties of Officers

A. The responsibilities of the Chair are to:

- Facilitate meetings as presiding officer.
- Serve as Principle Women's Health Advisory Committee Liaison with HHSC.

B. The responsibilities of the Vice Chair are to:

- Facilitate meetings as presiding officer in the absence of the Chair.
- Is responsible for performing the above functions as needed in the absence of the Chair

### **Section 7: Amendments**

Committee bylaws may be amended or repealed by a majority vote with prior notice and posting on the agenda of any stated or called meeting of the Committee.

### **Section 8: Abolishment of the Committee**

The Women's Health Advisory Committee will be abolished on September 1, 2017.

### **Section 9: Miscellaneous**

1. The Committee is neither an extension of, nor a part of, any state agency.

2. The Committee is statutorily charged to review and evaluate a broad range of women's health issues under the purview of state agencies. As a result, the Committee will provide consensus, observations and suggestions, determined by a majority vote, and may include minority opinions, to the Executive Commissioner of HHSC. These positions will serve as a basis to advocate for women's health program in Texas.

Bylaws approved on \_\_\_\_\_ by a majority vote of members present.

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Printed Name Chair

Signature

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Printed Name Vice Chair

Signature

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Printed Name HHSC Executive Commissioner

Signature